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POLLUTION PREVENTION CHECKLIST

This *Pollution Prevention Checklist* is for your own use and **SHOULD NOT** be returned to us. The sets of questions below are organized into the areas that your *TP3 Plan* should include. If the concept of pollution prevention is new to you, these questions will help you look at your home, school, or place of work from a new perspective. The questions may require some investigation into records of utility bills, amounts of waste produced and recycled, and your group's habits or behaviors regarding purchasing, transportation, and hazardous materials management. It is our hope that you will begin keeping these records and paying attention to pollution prevention opportunities. Some questions may not apply to you -- just write n/a (not applicable). Historical information as well as current record keeping will be important for writing *Success Stories* about your pollution prevention efforts.

General Information

How many buildings do you maintain? When were the buildings constructed?

What is their square footage?

What are the outside walls made of? What is the roof made of?

What is the total acreage around the buildings? How is the land use divided?

How many members (family, students, staff, employees) use your facility?

WASTE REDUCTION -- The Three R's

Do you have trash pick-up, or do you haul your trash to a convenience center?

Where does your trash end up? (local landfill, distant landfill, incinerator)

How often is waste taken away?

On average, how much waste is produced between disposal times? (weight or volume)

What activity produces the largest amount of waste in your building(s)?

Would you consider doing a waste audit? (We can provide assistance)

Reduce

Do you purchase any items in bulk to avoid excess packaging materials (thereby reducing waste)?
What items?
Do you utilize washables (plates, cups, and utensils; cloth napkins and towels; cloth diapers) rather than disposables (paper/plastic/styrofoam plates, cups, and utensils; paper napkins and towels; disposable diapers)?

Do you use both sides of paper when handwriting, copying, or printing?

Do you share magazines and newspapers before disposing of them?

If you have an office, do you use e-mail and electronic technologies among your staff and outside contacts to minimize the use of paper?

Reuse

Do you consider possible ways to reuse before you discard items?

Are containers and/or plastic bags reused before disposing of them?

Is an effort made to reuse envelopes, packing boxes, and packing materials to avoid throwing them away?

Do you use rechargeable batteries?

Do you donate unwanted, good-condition items (clothing, toys, furniture) to charity or to a yard sale?

Have you asked the manufacturer of your copier and printer toner cartridges if they can be returned for refilling?

Recycle

Do you have curbside recycling service? Or do you use a recycling drop-off center?

Do you recycle glass, plastic, office paper, cardboard, magazines, newspapers, phone books, junk mail, steel cans, aluminum cans, other metals? (Circle)

Over the last year, how much waste was recycled? (weight or volume)

Do you have figures for amounts of each category (glass, plastic, etc.) that was recycled? If yes, list.

Have you recycled outdated or broken computers? (They contain hazardous materials-- we have information on computer recycling opportunities. Please do not donate obsolete computers to schools or charities, or dispose of them in landfills.)

Is there a composting or mulching program for food scraps, grass clippings, and leaves from your grounds?

If yes, is the compost used somewhere on the grounds?

Are recycling bins located in strategic locations to make recycling easy for everyone?
Are recyclables still found in the trash cans? Does someone recover recyclables from the trash?

Is there a net profit made from recycling? If so, how is that money used?

Who handles your purchasing?

What paper products are purchased?

Which paper products, if any, contain recycled content, and what percentage is post-consumer waste?

Are any other products purchased that are made from recycled materials or with recycled content?
If yes, list these products.

HAZARDOUS MATERIALS MANAGEMENT / REDUCTION

Inventory your facility for hazardous materials:
Grounds maintenance (fertilizers, pesticides, herbicides, fungicides)

Kitchen

Art and/or office supplies

Janitors' cleaning supplies

Laboratories

Do you use Integrated Pest Management (IPM), an alternative pest control that will reduce toxic exposure to humans and the environment? (we have information)

Are hazardous materials stored in tight, well-labeled containers and locked in closets or cabinets?

Do you inventory chemicals on a regular basis (how often?), and dispose of outdated materials properly? (Household Hazardous Waste Collection, or hire an environmental consultant)

Is used motor oil recycled to protect the environment?

Are car batteries exchanged with new purchase and household batteries disposed of safely?

Have new construction projects used "green" building materials? (fiberboard without VOCs, water-based paints and solvents, arsenic-free pressure-treated wood)

Are chemicals used with proper ventilation?

ENERGY CONSERVATION (Promotes clean air by reducing burning of fuels)

What is the average monthly cost for each of your energy sources?
Propane or natural gas -
Electricity -
Wood -
Other -

How much electricity did you consume last year? (electric bills show consumption in Kilowatt-hours/month -- add them up)

Have you started any energy conservation initiatives? (If yes, explain)

Has there been an effort to purchase energy-efficient appliances? (Look for EPA EnergyStar label)

Has there been any installation of alternative energy sources? (solar, geothermal, wind, hydroelectric)

Do you purchase "Green Power" through your electric utility? (Contact us for more information)

Heating and Cooling

What energy source(s) provides heat?
What energy source(s) provides cooling?

If you have central heat and air, what are thermostat settings in different locations and in different seasons?

Is the air conditioning system serviced (filters cleaned or replaced) on a regular basis? How often?

Are some rooms over-cooled or over-heated?

Are thermostat settings modified at night? On the weekends and holidays if buildings are vacated?

If there is no central air conditioning, are there window air conditioners?

If propane or natural gas is used as an energy source for heating only, is the pilot light turned off during the summer?

Are windows and doors kept shut when the air conditioning is running?

Is there any use of passive solar energy in the design of your building(s)?

Do you open windows/doors to help moderate indoor temperatures during spring and fall?

Are curtains/blinds closed in the summer if sunlight is shining directly into the room?

Are there large deciduous trees to help shade the building(s) during warm-weather months?

Are there any evergreen trees for wind breaks on the north side of the building(s)?

Lighting

What kinds of light bulbs are being used (e.g., fluorescent light tubes, halogens, incandescents, compact fluorescents, sodium lights) in various locations?

Have the most energy efficient bulbs been installed?

Are lights turned off when a room is unoccupied?

Are lights turned off when there is enough sunlight for reading and other activities?

Are walls painted a light color to maximize lighting?

Are lights placed so that there are not too many in certain areas?

If tube fluorescent lights are used, do they have the proper ballasts to support the longest bulb life?

Do you use photocell controls for outside lights, so that they only turn on when it is dark? Motion sensors for outside lights?

Do EXIT signs have energy-efficient bulbs (low-wattage compact fluorescents) since they are constantly on?

Is there any use of solar photovoltaics for lighting?

Water Heating

What is the energy source for water heating?

How many gallons does your water heater hold?

Is the hot water tank insulated to prevent heat loss?

At what temperature is the water heater thermostat set? (105-115°F should be adequate)

Are the hot water pipes insulated to keep hot water from cooling down?

Is the water heater pilot light turned off during vacation?

Have low-flow shower heads been installed (conserves energy and water)?

Is heated water wasted due to dripping faucets?

Insulation

Are there drafts around doors and windows? If yes, identify which ones, for your information.

Are outside doors insulated?

Are the electrical outlets on the outside wall of the building drafty?

Are any windows cracked or broken?

Are windows single, double, or triple-pane? Give percentage of each type.

Are there storm windows on single-pane windows?

Are there window coverings to reduce heat loss in winter?

Is the roof adequately insulated for weather conditions? (For our area, 7-9 inches of insulation are recommended).

Kitchen or Cafeteria

What fuel provides energy for cooking?

Is a dishwasher in use in the kitchen?

Is the temperature of the dishwasher set at 180°F?

Is the dishwasher operated only when full?

Is a cold-air dry cycle used?

Do refrigerator and freezer doors seal well?

Is the refrigerator or freezer located away from heat sources?

Are refrigerator coils cleaned regularly?

LAND AND WATER CONSERVATION

What is the source of your water supply?

What are the uses of water in your facility? (Make a list)

How much water is used each month (check water bill)?

Have low-flush toilets been installed or bricks placed in tanks?

How many faucets are in your building(s)? How many are difficult to turn off and may be found running?

Are there faucets with aerators or other water conservation devices? Where and how many?

Are there leaky faucets? Toilets? (The Waterwiser Web site in your Resource Guide provides a "drip calculator" – figure out how much water is wasted from leaky fixtures)

How is sewage disposed? If you have a septic system, is it functioning properly? How long ago was it pumped out?

Which water body receives the waste water?

Where does parking lot stormwater go?

What kinds of wildlife have you seen on your grounds?

Are there any bird feeders or animal feeding stations provided?

Is there a creek or pond on or near your grounds?

Are there trees, shrubs, flower gardens on your grounds? (Circle)

Does this vegetation provide food and cover for wildlife?

Is there an effort to plant native Tennessee plant species?

Has xeriscaping been used on your grounds?

Are there non-native invasive plant species on your grounds? (Japanese or bush honeysuckle, privet, multiflora rose, etc.)

Are gardens mulched to conserve moisture?

How are the plants watered? (precipitation only, hose and sprinkler system, drip irrigation system?)
Is watering system on a timer?

Is garden watering done in the early morning or late evening to prevent evaporation?

Are there leaks in the outdoor hoses or sprinkler system?

Is there evidence of erosion anywhere on your grounds?
If yes, where, and what is the cause?
Where does the eroded soil go?

CLEAN AIR

How many people at your facility use these modes of transportation to travel to work or school?

- Individual vehicle
- School bus
- City bus
- Rideshare (carpool, vanpool)
- Bicycle
- Walk

Do you maintain a fleet of vehicles? Has fuel efficiency been considered with new purchases?
Is vehicle maintenance performed on a regular basis?

What time of day does mowing take place? (morning and evening is best to avoid ozone formation from burning of fossil fuels during peak heat of the day)

Is lawn-care equipment well-maintained?

Is there awareness of ozone emissions by office equipment?

Are copiers and printers in well-ventilated areas?

Are climate control duct filters changed regularly for good indoor air quality?

Do you avoid using supplies with volatile fumes and vapors?

Has the building been tested for radon?

How many employees, students, or members of your group suffer from asthma or other respiratory ailments?

Has their condition been considered for making improvements in indoor air quality?